

FISCAL YEAR 2003

DEPARTMENT HEAD ANNUAL SIGNATURE AUTHORIZATION CERTIFICATION OF NO CHANGE FORM

(To be used for Department Head ANNUAL Signature Authorization Recertification)

OFFICE OF THE COMPTROLLER

[Instructions for completing this form are provided on the back of this page.]

PLEASE SUBMIT COMPLETED FORMS TO: Office Of The Comptroller, C/O Signature Control Supervisor, One Ashburton Place, 9th Floor, Boston MA 02108

Budget Fiscal Year¹: **2003** Department Name²: _____

Department Alpha Code²: _____

Department Contact Person³: _____

Telephone (Please include area code)³ _____

Signature by the Department Head or Secretary below (not a designee) certifies that the Department Head has “personally reviewed the current signature authorization form(s) previously filed and certifies that no changes have occurred, to what has been previously filed.”

REMINDERS

(1) Signature Authorizations for New Departments, Department Head Changes, or Significant Department Structural Changes must be submitted utilizing a Fiscal Year 2003 Department Head Signature Authorization Form.

(2) Signature Authorizations that reflect changes OTHER THAN THE TYPES OUTLINED IN REMINDER NUMBER 1 ABOVE, must be submitted utilizing a Fiscal Year 2003 Department Head Signature Authorization Change Form

(3) When utilizing the Recertification process, please keep in mind that this builds on one fiscal year to another, therefore it is critical that departments keep copies of previous fiscal year signature authorizations on file.

Signature by a department head or secretary below shall certify that the above notice of delegated signature authorization is in accordance with the powers granted to such department head or secretary by general or special law. Signatures authorizing a department's legal obligations, contracts, payments, payrolls and other fiscal transactions shall be interpreted as a certification that the document upon which the signature appears, and any attachments, are accurate and complete and comply with all applicable general and special laws and regulations. Such delegation shall not relieve the department head or secretary from any obligations or responsibilities under general and special laws and regulations.

X _____

DATE¹¹: _____

DEPARTMENT HEAD OR SECRETARY SIGNATURE¹⁰

PRINT OR TYPE DEPARTMENT HEAD'S OR SECRETARY'S FULL NAME¹²